HAWAII DEPARTMENT OF PUBLIC SAFETY 1 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST Saguaro Correctional Center, June 29 – July 1, 2010

	T	Contract Item & Description			Comments
Item	Page No.		Compliant	Non- Compliant	Comments
	20	ACA Accredited Facility:			Date of Accreditation (every 3 yrs):
		(RRCC & SCC to be accredited within 18 months of facility activation)	X	 	October 2008 Mandatory Score: 100%
		1. Mandatory (100%)	X		Non-mandatory Score: 100%
		2. Non-mandatory (90%)3. Life Safety Code/Fire Codes	X		Sprinklers operational: Feb 2010
A.	4	Clothing & Supplies: 1. 2 sets of Uniforms (Males)	X		Fire Marshall Report: 8/18/09 3 uniform sets provided at initial intake per Laundry Officer
		Seasonal Clothing (Warmer clothing for colder weather; Colder clothing for warmer weather)	X		Describe: Jackets provided as needed in units (seasonal) per Unit Team Management
-		3. Underwear	X		At initial intake and exchanged as needed
		Personal Hygiene: a. Soap	X		At initial intake and exchanged as needed in each unit
		b. Toothbrush	X		At initial intake and exchanged as needed in each unit
		c. Toothpaste	X		At initial intake and exchanged as needed in each unit
		d. Deodorant	X		At initial intake and exchanged as needed in each unit
		5a. Monthly Exchange (Y/N) If No, why or why not?	X		Exchange completed "as needed" by Unit Team (uniforms and linen)
		Workline Appropriate Clothing:a. Boots (as appropriate)	Х		Appropriate clothing per workline assignment: kitchen and outdoor
		b. Gloves (as appropriate)	X		
	:	7. Linen: a. Towel	X		At initial intake and exchanged as needed in each unit
		b. Sheets	Χ		
		c. Pillow Case	Χ		
		d. Blanket (Wool) <u>or</u>	Χ		
		e. Blanket (Cotton) Available	Χ		
B.	4	Laundry: 1. Weekly Laundry Service (Describe weekly schedule)	X		Weekly Schedule: Posted in Units Mondays: Wkly washes - whites Tuesdays: Wkly washes - colors Wednesdays: Blankets (monthly); whites Thursdays: Uniforms; Wkly colors Fridays: Wkly washes - whites

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		Laundry Exchange (clean, laundered replacements)	X	Facility exchanges offered in units – OMS inputted per Unit Management Team
		2a. Laundry Exchange every 6 mos.	X	Exchanges as needed basis between 4-6 months.
C.	4	Inmate Property: 1. Property Disclaimer Form	X	Disclaimer forms filed and organized in inmate property file.
	:	2. Lost/Stolen Property Form	X	Forms filed, organized and in place in inmate property file.
		3. Secured Property Room	X	Property room secured and organized in Seg Unit.
		4. Property Officer	X	Property Officer: C/O Streeter (Excess property sent out 30-day SCC Policy 14-6)
		5. Segregation Property Form & Confiscation Form	X	Form completed for every inmate in segregation: YES – in triplicate copies; 14-6A Form
		5a. Secure Segregation Storage	X	Location: N-Unit
D.	4- 5	Food Service (Canteen Contract Services):	X	Food Service Manager: Mr. Parker
		Rice served daily	X	Rice bar during evening meal
		2. Fresh/Canned Fruit Weekly	X	Exceeds requirement
		3. Menus Approved by Dietician	X	
		3a. Meals based on current U.S. Dietary Guidelines	X	Calorie Count per inmate: 3,200
		3b. Copies of Cycle Menus Provided	X	Date of menu: 11/23/09
		4. Medical Meals Approved by Facility's Physician (CCA Policy)	X	
		5. Religious Meals Approved by Facility's Chaplain (CCA Policy)	Х	
i		6. Special Dinner Menus:	X	
		a. Prince Kuhio Day (March) b. King Kamehameha Day (June)	X	
		c. Other special event	X	Describe other: MLK Day, Independence Day, Thanksgiving & Christmas, all other religious programs are given a special meal.

HAWAII DEPARTMENT OF PUBLIC SAFETY 3 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

<u>Kitchen:</u>		
1. Food served compares to menu	X	
2. Dead man trays	X	Maintained for how many days: 3
3. Alternative disaster menu	X	
Food portion control	X	Appropriate utensils used
5. Workline training on sanitation/hygiene, tool/equipment safety, hand washing techniques	X	All logs current
6. Sufficient hair nets available	X	
7. Sufficient gloves available	X	
8. Workers know location of hair nets and gloves	Х	
Food handlers/Cooks wear hair nets and gloves	X	
10. Appropriate footwear are used	X	Footwear appropriate
 Internal inspection of kitchen, dining areas, food storage and preparation areas 	X	
12. Internal inspection of tools, equipment and liquid soap dispensers	X	Seals on stainless steel large hot boxes has been replaced/repaired since last audit.
13. Adequate drainage near washing stations	X	
14. Dry Storage: Appropriate lighting	X	
15. Food stored at least 6' off floor	X	
16. Food stored at least 18" from ceiling	X	
17. Food is covered, labeled and dated	X	Organized; not excessive
18. Separate storage for food and non-food items	X	
19. Emergency supply # of days 14	X	
20. Regular insect control maintenance	Х	Every 6 months
21. Refrigerators/Freezers thermometers operable	Х	Internal thermometers working
22. Evidence (log) shows thermometers are calibrated on a	Х	
routine basis 23. Refrigerator temperature	X	38 degrees.
monitored and recorded 2 per day	^	so degrees.

HAWAII DEPARTMENT OF PUBLIC SAFETY 4 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

	24. Freezer temperature monitored	X	10 degrees.
	and recorded 2 per day		
	25. Refrig/Freezer food is stored at	X	
	least 6' off ground		
	26. Refrig/Freezer food is covered,	X	
	labeled and dated	i	
	27. Refrig/Freezer doors are sealed,	X	
	cleaned and in tact		
	28. Refrig/Freezer vents/fans are	X	
	clean and free from dust		
	29. Refrig/Freezer hinges/locks/ are	X	
	in good repair		
	30. Refrig/Freezer is clean inside and	X	
	out		
	31. Portable Food carts in working	X	
	order		
	32. Food prep/production areas are	X	
	clean, sanitized and in good repair		
	33. Grease traps are clean	X	Were being cleaned during audit
	34. Inventory control for sharp	$\frac{1}{X}$	Maintained by security staff.
	utencils		Wallitained by security stail.
	35. Mops, cleaning supplies and	X	
	chemicals are securely stored and	^	
	inventoried		
	36. Garbage containers covered with	X	
	tight fitting lids	^	
	37. Scheduled garbage removal from	X	
	kitchen after each mail	\ \ \	
		-	
	38. Adequate outside storage of	X	Area clean no evidence of pests or
	garbage until trash removal	<u> </u>	rodents.
	39. Dishwashing temp log (125-140	X	140 degrees.
	degrees)		
	40. Dishes/pots/pans properly	X	
	scraped and free from excessive		
L	stains and caked foods		
D	escribe: # of Supervisors/hours per shift:	<u>2</u> :	Breakfast 2 Lunch 2 Dinner
5	Inmata Commission		
3	Inmate Commissary:	X	Vendor Name: Mid States
	1. Commissary Services		Commissary centralized for CCA Arizona facilities; Warehoused and
	a. Non-essential items (soda,		shipped weekly. Ice Cream and
	candy, personal items)		sodas are stocked at facility only.

HAWAII DEPARTMENT OF PUBLIC SAFETY 5 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

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Commissary maintenance, equipment, services, programs) S. Commissary Revenues (May be used to pay all operating expenses of the commissary) S. Recreation: X Describe indoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road, hobby craft shop and various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Baketball, Track, available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe indoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road care various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe indoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music road various indoor tournaments (sign up available) Describe outdoor activities available: Pinnacle, dominoes, chess, trivia pursuit, music conditions available: Pinnacl			General Inmate Population Benefit		
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grievances and not staff members grievances due to HIPPA (medical				<u>_</u>	With execution of modical
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	ļ		gnevances and not stall members		staff to respond)

HAWAII DEPARTMENT OF PUBLIC SAFETY 6 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

		6. Opportunity to Appeal Decision	Х	
K.	6 - 7	Access to Courts: 1. Law Library	X	Law Librarian: Ms. Whatley Law Library Hours: (0745-1030 hrs; 1330-1545 hrs) – GP inmates N-Unit (Seg) is scheduled for law library via Unit staff.
		2. Parole Hearings Conducted	X	HPA sends out monthly schedules for facility.
		Attorney calls scheduled with facility	X	Mainland Branch schedules all legal calls with facility.
		3a. Court hearings afforded by telephone as necessary	X	Mainland Branch schedules all court hearing calls with facility.
		4. Law Library Collection (KIOSKS): a. Hawaii Revised Statutes (HRS) b. Sassian Lawa of Hawaii (SLH)	X	Kiosk downloads received by facility; awaiting technical support for installation by vendor.
		b. Session Laws of Hawaii (SLH)c. Hawaii Reports	X	
		d. Hawaii Appellate Reports	X	
		e. U.S. Code Annotated	X	
		f. Shepard's Hawaii Citations	X	
		g. HI Court Rules (State) h. HI Court Rules (Federal) i. HI Digest j. Black Law's Dictionary k. Federal Civil Procedures & Rules	X	
			X	
			X	
			X	
	}		X	
		Supreme Court Reports	X	
			X	
L.	7- 8	Security & Control: 1. Security Staffing Plan (to include all mandatory posts) is updated and available for review	X	1.71 formula (7-day post) 1.50 formula (5-day post)
	-	Urinalysis Program: Minimum of 10% of State's Total Population	X	CCA Policy #: 9-4 10.3% - 10.4% of pop randomly tested.
		3a. Second test made available at inmate request/cost 3b. Positive Results Reported to PSD within 24-hours of Facility Receiving Results	X	Instant check cops used; automatic 2 nd test for positive indication.
			X	
		4. Contraband Management	X	CCA Policy: #9-6
,		4a. Policy covers definition, appropriate storage and critical areas to search	Х	CCA Policy: #9-5

HAWAII DEPARTMENT OF PUBLIC SAFETY 7 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

41 5 41 5 111	T	
4b. Routine facility shake-down for contraband	X	Facility maintains good schedule. Each cell requires search 2x monthly (random).
4c. Inmates given proper written notification of contraband	X	Inmates sign Property Receipt; listing of allowable property in housing units and Inmate Handbook.
5. Emergency Response Preparedness	X	CCA Policy #: 8-1
5a. Security protocols on managing riots, disturbances, hostage situations, work stoppages, fires, escapes, bomb threats, natural disasters, etc.	X	Included in general post orders; evacuation plans in every housing pod/building.
5b. Appropriate agreements with the local county and law enforcement agencies in emergency responses	Х	MOU w/ outside agencies dated 3/13/08
5c. Proper training of all staff in emergency response plans (i.e. Command post, Food service, etc.)	Х	Trainer: J. Marsh Initial training = 160 hrs In-Service training = 40 hrs / per yr
6. 5-1 Policy	X	
6a. Investigations Completed in timely manner per policy 14 days	X	Facility Investigator: S. Williamson
6a. Proper notification of Priority 1 incidents to the State	Х	Priority 1 Investigations completed within 7 days of incident.
7. Formal Count on each Shift	X	At least 2x daily (day/evening); 3x night shifts
8. Tool & Key Control	X	
8a. Is there a Tool & Key Control Officer?	X	Control Officer: E. Gobea
8b. Adequate storage of all tools & keys in the facility?	X	Central Control/Armory
8c. Proper logging system for issuance and return of tool?	X	Central Control/Education
8d. Proper logging system for issuance and return of keys?	X	Central Control
8e. Proper shadow boards to provide rapid visual inventory of tools?	Х	Education, Maintenance
8f. Immediate reporting procedure for lost or damaged tools	X	Removal system in place
9. Security Inspections	X	Shift supervisors conduct and document on daily shift report.
9a. Security inspections in accordance to CCA policy	X	CCA Policy # 9-7
9b. Security inspection checklist available	X	CCA Policy #9-6

HAWAII DEPARTMENT OF PUBLIC SAFETY 8 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

1	1	On Area inapportions are decumented	V	
		9c. Area inspections are documented	X	
		and logged for review	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Diam of Astina (DOA)
		9d. Security deficiencies are documented and corrected	X	Plan of Action (POA)
M.	8			Chief of County M. I
IVI.	0	Use of Force:1. Proper policy which governs the	X	Chief of Security: M. Lopez
		use of force against inmates		CCA Policy # 9-1
			V	
		Facility staff training provided in accordance with policy	X	
		3. Proper notification made to State		
N.	8-	Discipline:	X	Hooringo Officery Lt D. Wellis
IN.	9	1. Hearings are conducted in timely	^	Hearings Officer: Lt. R. Wallis
	3	manner per policy _ 7 _ # days		
	İ	2. Charges match the offense	V	
		Copies of disciplinary report given	X	
		to inmate to review	^	
		Disciplinary committee is impartial	X	
		and was not involved in the original	^	
		write-up		
		Disciplinary segregation not to	X	
		exceed 60 days without Mainland	^	
		Branch approval		
		6. Discipline Reports Completed &	X	
		mailed out each month		
		7. Inmate has opportunity to appeal	X	
Ο.	9	Inmate Trust Account:	X	ITA managed on CCA's OMS
		1. Spendable/Restricted Accounts		system
P.	9	Restitution:	X	Restitution is taken from Corporate
		1. 10% Deduction of Inmate Wages		Inmate Accounts after copy of court
		1		orders are received by Mainland
Q.	9-	Telephone Costs & Services:	X	Branch. Monitoring is done by Facility
ω.	10	Electronic monitoring available	^	Investigator
	10	1. Electronic monitoring available		congares
		Cost of phone call/per minute	X	Telephone Provider: ISC
		2. Cost of phone camper himate	^	.25 per minute (direct calls); \$3.00
				service chg for collect calls
R.	10	DNA Testing Program:	X	DNA Collected by (ie Intake): R&D
		Staff trained in DNA Collection		(10-15 Staff available)
		2. DNA test prior to Inmates return to	X	
		Hawaii		
		DNA signed forms faxed to	X	Faxed to Mainland Branch; original
		Mainland Branch prior to Inmate's		mailed via Fed Ex and inputted on Offendertrak system.
		return		Onenderlian system.
		DNA kits available at facility	X	

HAWAII DEPARTMENT OF PUBLIC SAFETY 9 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

Saguaro Correctional (Center, June 29 -	- July 1, 2010
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S.	10	Inmate Programming:	X	Principal: Ms. Sell
	12	Educational Ability Assessment		1 Thiopail Wo. Och
		The state of the s		
		2. Basic Literacy/ESL	X	
		Adult Basic Education	X	
		4. GED/Testing	X	
		5. Lifeskills/Breaking Barriers	X	
	ļ	6. Vocational Training	$\frac{1}{X}$	Types: Wood works, plumbing,
		· · · · · · · · · · · · · · · · · · ·		electrical, computer training
		7. PSD SMSIV Input	X	
		8. Workline Opportunities; 2/3	X	
		Population Working		
		8a. Payscales per policy	X	
	Ì	9. Hobby Crafts available	X	In-cell and hobby shop available
		10. College Correspondence (at	X	College classes to begin April 2010.
		Inmate's expense) – Not required by		
		Contract		
		10a. Distance Learning Satellite	N/A	Ongoing issues on program
		System (at PSD's expense) - Not		availability through CEA; program
		required by Contract		placed on hold.
		11. Special Housing Incentive	N/A	Due to violent incident involving
		Program (SHIP)		death of an inmate in SHIP2,
		11a. SHIP pursuant to policy	X	education program placed on hold.
		12. Hawaii Cultural Programs	$\frac{\hat{x}}{x}$	Types: Language, Hula, Cultural
		12. Hawaii Gulturai Flograms	^	dance, House of Healing
		13. Faith-based unit	X	, , , , , , , , , , , , , , , , , , , ,
				· ·
T.	12	Substance Abuse Program:	X	Addictions Treatment Manager:
	13	Substance Abuse (Level 2) (SCC)		K. Johnston, LPC, LSIC (as of
		only)		6/14/10)
				1:29 staff ratio
		2. Therapeutic Community (Level 3)	X	1:12 staff ratio;
		(SCC only)		
		3. Aftercare	V	10 work program offer DDAD2
		(SCC only)	X	10-week program after RDAP3 completion
		(SCC Only)		Completion
		4. PSD SMSIV Input	X	Since new hire of ATM, data entry
		E LCLD / ACLIC O - 415 - 1	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	will resume regularly.
		5. LSI-R / ASUS Certified	X	
		6. LSI-R/ASUS completions mailed to	X	
1 1	40	Mainland Branch		
U.	13	Religious Programs:	X	Chaplain: C. Miller
		Weekly Religious Services		

HAWAII DEPARTMENT OF PUBLIC SAFETY 10 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

	140	01		
V.	13	Classification:	X	Classification Supervisor: C.
		1. Completed Annually by the Facility		Frappiea
		Classification Officer		
-	ļ	2. Special Classification completed for	X	
İ		SHIP/Administrative Segregation		
		3. Classification input on Offendertrak	X	
		- Classification input on Shortdontal		
W.	15	Health Care:	X	Actual Standards score: 92%
'''	19	Operate 85% of NCCHC Standards	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	7 totaar o tariaaras 30010. 9270
	10	Health Services Administrator	X	Health Services Administrator:
		1. Health Services Administrator	^	P. Sells
		0 1:		
		2. Licensed Staffing	X	Training and licenses up-to-date
		3. Primary Care Services	X	Sick call appropriate and referrals
		4. Characia Cana Maranana	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	timely
İ		Chronic Care Management	X	No backlog; CCC is 45% of total
}		5. Medical & Specialty Care	X	pop; 20 add hrs of MD services. Appts. timely and near facility.
		6. Infirmary Services	X	Considered observation
		7. Routine Diagnostic Services	X	Improvement plan initiated to have labs done by CCC visit
		8. Health Appraisals	X	All up-to-date
		9. Physical Medicine	X	741 up-to-date
		10. Infection Control		B.f it - u - d
			X	Monitored
		11. Immunizations	X	Up to date
		12. Mortality & Peer Reviews	X	2 recent
		13. Dental Services	X	Waiting list decreased to 3-weeks
		14. Mental Health Services	X	Follow ups timely
		15. Co-payment Fees	X	Amount of Co-payment: \$3.00
		16. Prosethesis agreement available	X	HI form explained to each I/M
X.	20	Personnel:	X	
1	24	1. 24-Hour Staffing Plan		
		,		
		2. Criminal History/Background	X	
		Checks on all Facility Employees		
		3. Correctional Officer Training (160	X	Trainer: J. Marsh
			^	Trainer. J. Warsh
]		hours basic training; 40 hours annual)	V	
		Full-Time On-Site Warden	X	Warden's Name: T. Thomas
		5. Case Managers (Males)	X	Ratio: 1:124
		6. LSI-R Training	X	
	İ	7. Offendertrak Access (MIS)	X	
	ļ			
	<u>_</u>		X	QAM: C. Hauber

HAWAII DEPARTMENT OF PUBLIC SAFETY 11 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST

Saguaro Correctional Center, June 29 – July 1, 2010

a. Tracks all facility policies b. Schedules internal audits c. Coordinates external audits d. Tracks audit deviations e. Policy/procedural changes for Warden's review/approval f. Provides Response & Corrective Action Plan within 30 days 9. Unit Management Model X Reporting: 1. Progress Reports (Every 6 mos.) 2. Classification 3. 5-1 Reports 4. Disciplinary Reports 5. Monthly Report 5. Monthly Report X Z. Administrative Matters: 1. Refer Inmate for Prosecution for Violating Laws of state 2. Refer Staff for Prosecution for Violating Laws of state 3. Liquidated Damages a. Is procedure in place? b. Level III Treatment c. Staffing Patterns (mandatory posts) d. 90 days initial activation before liquidated damages can be applied Facility Population: 1. Facility Population: 1. Facility Population Count X X X Monthly report processed and confirmed per Warden's Secy. X Monthly report processed and confirmed per Warden's Secy. X X Monthly report processed and confirmed per Warden's Secy. X Administrative Matters: X X Administrative Mat					
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d. Tracks audit deviations e. Policy/procedural changes for Warden's review/approval f. Provides Response & Corrective Action Plan within 30 days 9. Unit Management Model X Y. 24 Reporting: 1. Progress Reports (Every 6 mos.) 2. Classification X Monthly report processed and confirmed per Warden's Secy. 2. Classification X Monthly input: Offendertrak 3. 5-1 Reports X 4. Disciplinary Reports X 5. Monthly Report X 7. Administrative Matters: 1. Refer Inmate for Prosecution for Violating Laws of state 2. Refer Staff for Prosecution for Violating Laws of state 3. Liquidated Damages a. Is procedure in place? b. Level III Treatment c. Staffing Patterns (mandatory posts) d. 90 days initial activation before liquidated damages can be applied Facility Population: 1. Facility Population: 1. Facility Population Count			 b. Schedules internal audits c. Coordinates external audits d. Tracks audit deviations e. Policy/procedural changes for Warden's review/approval 	X	
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1. Facility Population Count				X	
				X	

FACILITY: Saguaro Correctional Center, Eloy AZ

DATE OF VISIT: June 29 – July 1, 2010

AUDIT TEAM MEMBERS: Shari Kimoto, MB/Administrator; John Ioane, Contract Monitor; Carol Payne, PSD/Health Care; Larry Hales, PSD/Substance Abuse Administrator; Cpt. Clement Gusman, OCCC/Security.

AUDIT COMPLETED BY: Shari Kimoto, MBA

Revised 7/1/07

HAWAII DEPARTMENT OF PUBLIC SAFETY 12 MAINLAND/FDC BRANCH CONTRACTUAL COMPLIANCE CHECKLIST Saguaro Correctional Center, June 29 – July 1, 2010

Audit Report Completed on 8/5/2010 5:01:26 PM